

MEDICAID ADMINISTRATIVE CLAIMING (MAC) Independent School Districts (ISD)

FREQUENTLY ASKED QUESTIONS

Updated: March 2021

General

What are the eligibility requirements to participate in the school-based MAC program?

Response: The school-based MAC program is designed to reimburse Texas school districts, including public charter schools, for the costs related to health administrative activities that support the Medicaid program. An eligible school must meet a state or local governmental entity's eligibility requirements under Code of Federal Regulation Title 42, Part §433.50 or a recipient of public funds eligible for Federal Financial Participation under §433.51.

Additionally, HHSC requires the district to have a Texas Provider Number (TPI) and/or a National Provider Number (NPI).

How can a school district begin participating in the school-based MAC program?

Response: In order to participate in the school-based MAC program, Texas school districts, including public charter schools, must first enter into a contract and a Data Use Agreement with the Health and Human Services Commission (HHSC). In addition to the contracting process, each district must also meet HHSC training requirements and participate in the Random Moment Time Study (RMTS). The RMTS includes the certification of the participant list and participation in the time study.

All participation documents can be found on the HHSC MAC website. The executed contract with HHS and Data Use Agreement are not available on the website but must be retrieved by contacting CAPM.

When is the deadline to begin participation in the school-based MAC program for a given school year?

Response: All participation documents must be approved, and a MAC contract must be executed prior to the close of the RMTS participant list for the quarter in which the district wishes to claim. The effective/execution date of the MAC contract will be given once the contract has been completed and approved.

Districts that are interested in participating should consider beginning the process as soon as possible, as it may take a couple of months to complete all paperwork and training requirements.

What is a SCOR?

Response: The word SCOR stands for System of Contract Operation and Reporting. A SCOR number is an internal contract tracking number that is assigned to a district's contract after the contract between the district and HHSC is fully executed.

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Should participation documents be resubmitted annually?

Response: Fully executed contracts remain effective for five years unless terminated by the contracting entity or by HHSC. The entity is responsible for keeping all contact information up-to-date and must adhere to all policies and procedures as directed by HHSC.

How do we update our bank information for the MAC program?

Response: The district must submit a new Vendor Direct Deposit Form if its financial institution, account number, and/or account type changes. The form should be submitted to: CAPM_MedicaidAdministrativeClaimsContracts@hhsc.state.tx.us. The direct deposit form does not update your payment information on file for the School Health and Related Services (SHARS) program. For more information on SHARS, please click on the following link: <https://rad.hhs.texas.gov/acute-care/school-health-and-related-services-shars>

How often is the MAC Program Operating Plan required to be resubmitted to HHSC?

Response: Once a MAC Program Operating Plan (POP) has been approved, the district is required to update the State of Texas Automated Information Reporting System (STAIRS) as program contacts change. However, the district is not required to resubmit the MAC POP.

Can an ISD MAC contract be terminated?

Response: As stated in the contract with HHS, the MAC contract may be terminated by consent of either HHSC or the ISD upon notice in writing either by scanning and emailing it or mailing it to HHSC. The termination letter must be on letterhead and signed in ink by an authorized agent of the district authorized to sign the MAC contract.

What is STAIRS?

Response: STAIRS stands for the State of Texas Automated Information Reporting System, formerly known as Fairbanks. The district will use STAIRS for the RMTS, MAC financial, and SHARS programs. STAIRS demonstrations are given during the training webinars.

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Who do I contact if I have questions regarding the MAC program and/or MAC financials?

Response: All inquiries concerning the MAC program and/or financials can be addressed to the HHSC MAC Unit by phone: (512) 462-6200 or by email:

MAC@hhsc.state.tx.us

Who do I contact if I have questions regarding the time study and/or participant list?

Response: All inquiries concerning the time study and/or participant list can be addressed to the HHSC Time Study Unit by phone: (512) 490-3194 or by email:

timestudy@hhsc.state.tx.us

Training

Is MAC Financial training mandatory?

Response: Annual MAC Financial training is mandatory for all ISDs that wish to participate in the MAC program. Only trained MAC Financial Contacts will have full access to the MAC financials; all untrained contacts will have view-only access in STAIRS.

Who is required to go to MAC Financial training?

Response: The Primary MAC Financial Contact who will prepare the online MAC quarterly financials as well as secondary contacts that need full access to the MAC financials, must attend the training every federal fiscal year (FFY).

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How often do I have to attend training?

Response: ISD contacts must attend the required training for each federal fiscal year. An FFY is defined as October 1 through September 30. Training is from FFY to FFY and is not retroactive.

Can the Random Moment Time Study (RMTS) training count as my “MAC Financial training” since it includes a MAC overview?

Response: No. The MAC Financial training is much more extensive and detailed than the MAC overview component of the RMTS training. Annual MAC Financial training is mandatory for all ISDs that wish to participate in the MAC program.

Where can I find more information regarding training?

Response: Please refer to the HHSC MAC website to obtain the training schedule, material, registration, and additional information regarding training. We have provided the link here: <https://rad.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>

MAC Financials

What are the MAC financial quarters?

Response: Like RMTS, the MAC program operates on a federal fiscal year (FFY) which starts on October 1 of any given year and goes to September 30 of the following year.

Quarter 1 – October, November, December

Quarter 2 – January, February, March

Quarter 3 – April, May, June

Quarter 4 – July, August, September

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How long does the district have to file a MAC financial claim?

Response: All financial expenditure data must be submitted to HHSC via STAIRS within two quarters of the end of the claim period or as otherwise scheduled according to the MAC financial quarter timeline. This must be done for the ISD's claim to be calculated. If a district is unable to enter and certify the financials prior to the close of the quarter, the district must contact HHSC to request that the quarter be re-opened. The decision to re-open the quarter will be done on a case-by-case basis, and there is no guarantee the request will be approved.

How can a district request a change to a submitted or closed MAC financial claim?

Response: Provider-initiated amendments and/or adjustments to a closed or submitted MAC financial quarter may be requested. Requests should be sent to: MedicaidAdministrativeClaiming@hhsc.state.tx.us and must include a reason for the request. Requests will be handled on a case-by-case basis.

Who can we report on the MAC financial claim?

Response: The school-based MAC program is designed to reimburse Texas school districts, including public charter schools, for the costs related to health administrative activities that support the Medicaid program. The district is eligible to claim all providers who perform MAC activities. If the district cannot identify a provider as performing a MAC activity, the district should not report that individual's cost on the MAC financials. If the individual is a direct medical service provider for the School Health and Related Services (SHARS) program, the district should not remove the provider from the participant list.

The districts should be cognizant of what MAC activities the providers perform in the school in order to report costs appropriately. It is essential that the MAC Financial Contact coordinates with the Random Moment Time Study (RMTS) Contact and all key stakeholders to identify the individuals on the participant list for which costs can be reported for the MAC financials. To assist the school districts in identifying MAC activities, a list of MAC examples has been posted on the HHSC MAC website. For additional information, please refer to the "Timestudy Implementation Guide" found on the HHSC MAC website.

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Can we report costs for a new employee that comes on board as a provider during the quarter?

Response: If the employee is hired to fill a position that was reported on the district's participant list, the new employee's costs can be claimed. The new employee's costs cannot be claimed if he or she was hired to fill a position that was not included on the district's participant list.

If we contract with an entity for Occupational Therapist services, and they send out their employees at random, do we show the contracting entity as one participant?

Response: This depends on the number of positions the district has arranged with the contractor, i.e. one position with multiple people filling the position, two positions, etc. The district must be able to reconcile all costs and keep track of all positions reported. The district should verify with the HHSC RMTS team to ensure the correct number of positions are listed on the participant list.

Can stipends and bonuses be reported on the MAC financial claim?

Response: Yes, stipends and bonuses can be reported on the MAC financials as they are considered a direct cost to the ISD. Stipends are subject to payroll taxes and should be included with the employee's other salary amounts and reported as wages/salaries on the MAC financials. Likewise, if a bonus is included as part of the participant's gross wages/salaries, the cost can be reported on the financials.

Can TRS "on behalf of" retirement payments be reported?

Response: No. Only actual costs (true expenditures) incurred by the school district can be reported. On-behalf payments are payments made by the district on behalf of the employee such as life insurance, childcare, etc. These costs are usually reduced from the employee's wages; and, therefore, are not a district's expense and cannot be claimed on the cost report.

What costs can be reported for Reimbursing Employers for state unemployment?

Response: A school district cannot report the amounts that the district sets aside each month to pay unemployment claims. Only the amounts paid for claims for providers listed on the participant list can be reported as costs on the MAC financials for a reimbursing employer.

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Who is permitted to sign the Quarterly Summary Invoice (QSI)?

Response: The QSI required for the MAC financials must be signed by an employee of the district with signature/legal authority for the conduct of the district. Examples include: Chief Executive Officer, Chief Financial Officer, Executive Director, Superintendent, etc. The individual that signs the QSI does not need to have received training credit; however, it is beneficial for that person to attend training in order to understand the document/information being signed. The QSI is a legally binding document.

School districts that participate in a Shared Service Arrangement or Cooperative must each submit the QSI with a district employee signature. Fiscal agents are only authorized to sign the QSI for their district; fiscal agents cannot sign the QSI on behalf of member districts. In addition, vendors and contractors completing the financials are not permitted to sign the QSI.

How can our district obtain an Indirect Cost Rate?

Response: Except for Texas School for the Blind and Visually Impaired and the Texas School for the Deaf, indirect cost rates are issued by the Texas Education Agency (TEA). For more information on indirect costs rates, including how to request an indirect cost rate, contact the Division of Federal Fiscal Compliance and Reporting by phone: (512) 463-9127 or by email: compliance@tea.state.tx.us. State schools should contact the HHSC MAC team by phone: (512) 462-6200 or by email: MAC@hhsc.state.tx.us. For more information about the Indirect Cost Rate, please visit the Texas Education Agency website: <https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-reporting/indirect-cost-rates>.

Please explain the 5% retention amount found on the claim calculation step as well as on the QSI?

Response: As stated on the contract executed with HHS the district signed to participate in the MAC program:

“HHSC will pass through to the Grantee no less than 95 percent of the Title XIX federal share of actual and reasonable costs for Medicaid administration provided by its staff for Medicaid administrative activities under this Contract. HHSC reserves the right to retain 5 percent of the Title XIX federal share of actual and reasonable costs for said Medicaid administration for HHSC's own administrative costs. These costs shall be based upon a time accounting system, which is in accordance with the provisions of 2 C.F.R. Part 200, Subparts E and F and 45 C.F.R. Part 75, Subparts E and F, and the expense and equipment costs necessary to collect data, disseminate information, and carry out the staff functions.”

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What are MAC reimbursements?

Response: The MAC reimbursements are Title XIX funds and are known as Medicaid administrative reimbursement funds. The MAC reimbursement payments received from Medicaid Administrative Claims CFDA #93.778 are subject to the Single Audit Act. The reimbursement funds replace funds already expended for the quarter for costs entered into the MAC financial claim.

Are there restrictions to how the MAC reimbursements can be used?

Response: Revenue generated from MAC claims is dedicated to the provision of health services and may be used to enhance, improve or expand the level and quality of health and medical services provided to all students within the district.

The intent of the MAC program was and is to enhance the Medicaid program and, as such, should be used as much as possible to do so. The district must be able to justify how this project will enhance or improve the MAC services at the district.

Shared Service Arrangement/Cooperative

My district is a member of an SSA/Co-Op. How do I know what my shared costs are for the quarterly MAC financial claim?

Response: The shared services arrangement (SSA) or cooperative (Co-Op)'s fiscal agent is responsible for allocating each member district's costs as appropriate. Most SSAs/Co-Ops will allocate the costs based on each member district's percentage of contribution to the budget.

My district is the fiscal agent of an SSA/Co-Op. Is it mandatory to allocate shared costs to the member district based on budget contribution alone?

Response: No. Allocation of costs based on budget contribution is only one way in which a fiscal agent may choose to allocate costs.

Note: Allocation methodologies used to distribute shared costs to member districts of an SSA or Co-Op and included on the MAC financial claims are subject to audit and must be documented and presented to HHSC and other State and/or Federal agencies upon request.

Our district is a part of a Regional Day School Program for the Deaf (RDSPD). What should we report on the MAC financials if the providers are on our participant list?

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Response: If your district is the host district (i.e., reports all the students on their PEIMS data), your district will report 100 percent of the salary and benefits of the providers on the participant list who service your RDSPD. Allocation of costs is not required. If your district is a member district, you do not report any of the costs associated with the RDSPD on the MAC financials.